

(7)

10/15/58
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Classification centered within upper box
Center bottom classification within lower box
Place odd page #'s lower right, even page #'s lower left

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58-3416

PRINTING SERVICES TIPS

all caps
Solving Apeco Copying Problem Caused by Dry Paper

Word has been received that in some organization components, especially overseas installations, difficulty has been experienced in obtaining copies from Apeco and similar office copying machines *because* ~~due~~ to the paper *dries* ~~drying~~ out before use. Extreme heat and dryness adversely affect the performance of any paper containing a photographic emulsion. Dryness also causes the paper to curl, making it awkward to handle.

This problem can be reduced by meticulously adhering to instructions for stocking these papers. It is wise to store unopened packages in a cool (refrigerated, if possible) place. ^{Where} a package has been opened, keep the unused portion securely wrapped in its plastic container. If a paper safe is used, keep only a small quantity (one or two days' supply) of paper in it. Paper safes are ^{at headquarters} available from the Office of Logistics. Nomenclature for the letter-size paper safe is Cabinet, Photographic Storage, Print, Stock No. 6760-HO3-0474; for legal-size safe, order Cabinet, Photographic Storage, Print, S/E Ejecto-O-Photo paper safe, Stock No. 6760-HO3-0475. With a bit of ingenuity the safe may be made to serve as a humidity chamber. A sponge or tray of water inserted in the safe would tend to keep the paper plates from drying out.

In ~~at least~~ one instance where the above suggestions could not be followed or were not adequate to prevent dryness, a simple paper

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safe was constructed encompassing a humidity chamber. This was a light, tight box containing a shelf to hold the paper and an area beneath the shelf in which a tray of water was placed. ^A sliding door permitted the paper to be stored and removed as necessary, and also made it possible to insert and remove the water tray as required.

all caps Printing Guide Line - Save Money by Using the Whole Page

Frequently reports, pamphlets, manuals, handbooks, in fact nearly every type of publication contains pages not completely ^{used} ~~utilized~~ in the printing. This uneconomical use of "white space" adds to the size of the publication, and, as a result, increases printing costs. Persons responsible for copy preparation should keep the following important points constantly in mind:

1. Whenever possible, print on both sides of the sheet of paper; and
2. Save space on each sheet.

It is recognized that variety and technical aspects of different publications do not make it practical to establish format standards which would be uniformly applicable to all organization publications. Nevertheless, the following is presented as a guide to ^{using} ~~utilizing~~ the printed page and ~~thereby~~ saving the Organization printing dollars. (S)

If you are using an 8" x 10 $\frac{1}{2}$ " sheet of paper, leave two lines of blank space at the top of the page and then type the classification. Type the control phrase, if needed, and leave

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three lines of blank space. Commence typing the text of the report, using ⁶six-inch-long lines. The lines should begin about 1 inch from the left side of the paper. Thus, with a ⁶six-inch line, the right-hand margin should be 1 inch also. It is not always possible to maintain this precise right-hand margin but every effort should be made to keep it as exact as possible. The text should ^{use}~~utilize~~ 52 lines or 8 5/8 inches of the page. Two lines of blank space should be left and then the classification should be typed. Page numbers should be typed on the same line as the classification. This will leave two spaces to the bottom of the page. If a control phrase is necessary, it should be typed directly beneath the classification. The ~~format~~ ^{to} schematic shown is printed in direct ratio ~~of~~ ^{to} that which is described above. Since it is recommended that publications, when possible, be printed on both sides of the paper, odd page numbers should appear on the lower right and even page numbers on the lower left.

If ^{0 (lines) 6 5/8 in}Agency reports adhere to this format, they would be shorter and considerable savings in printing costs would be realized.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Article for Inclusion in the Support Bulletin

FROM:

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Chief, Administrative Staff, OL

TO: (Officer designation, room number, and building)

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INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Special Assistant to the
Deputy Director (Support)

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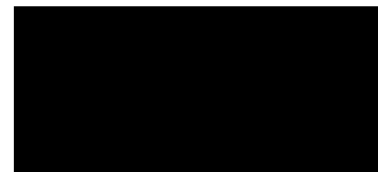
12.

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The attached article is submitted for inclusion in the Support Bulletin.



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